

Frequently Asked Questions

USAID Public-Private Alliance Builder Internship

1. What will I do as an intern?

You will be involved with real projects and engaged in many aspects of the day-to-day duties of the Secretariat. The Secretariat is meant to serve the entire Agency and therefore communicates with USAID pillar and regional bureaus, and field missions worldwide.

You will be paired up with a member of the GDA Secretariat staff, based upon your background. Please see http://www.usaid.gov/our_work/global_partnerships/gda/who_who.html to see how the primary responsibilities are divided within the Secretariat. Your GDA advisor will assign short-term tasks (research, attending meetings, drafting and presenting reports) and will also try to assign a project that should span the duration of your internship that will facilitate the development of public-private alliances and/or promote public-private alliance building and management best practices within the Agency.

2. How many positions are there?

There are two positions.

3. Do I have to be a U.S. citizen?

All applicants must be United States citizens—either born in the U.S. or naturalized. You should be a carrier of a U.S. passport. For purposes of expediting your security clearance process, the GDA Secretariat cannot accept any dual citizens or foreign passport holders.

4. When is the deadline for application?

The application deadline for the Winter 2006 internships is December 7, 2005, though positions will be filled on a rolling basis. Interviews will be conducted by telephone though for those in the metropolitan Washington, D.C. area, you will be requested to visit the USAID offices for an in-person interview.

5. Can I do this part time?

No. The GDA Secretariat requires all interns to work a regular 40-hour workweek.

6. Will I get to travel?

You may be asked to attend meetings in and around the Washington, D.C. area, but international travel is not likely, though we have had interns travel in the past.

7. What kind of experience do I need?

Interns should have at least several years of private sector and/or international development work experience, some of which should be in developing countries. Your application will be greatly enhanced by the extent to which you can show how your skills will help the GDA Secretariat further its mission towards public-private alliance building.

8. Do I have to write a cover letter?

Yes. You must submit a separate cover letter, along with your CV or resume, clearly indicating whether you are interested in the spring or summer internship. The cover letter should be addressed to:

Ms. Mary Liakos, Project Manager

9. How do I apply?

Your cover letter and resume should be emailed as attachments to Ms. Mary Liakos at mliakos@msi-gda.com. *All applications must be submitted by email.*

10. When will decisions be made?

The application deadline is Dec 7th, and decisions should be made on/around December 15th.

11. Will there be a possibility that this internship will turn into a regular full-time position with USAID?

To apply for federal employment with USAID, please see <http://www.usaid.gov/careers/> for further information. As an intern, your employer is the GDA Secretariat's contractor, Management Systems International (please visit www.msiworldwide.com). MSI is a management consulting firm with 23 years of experience in the field of international development. The MSI team has held this contract with the GDA Secretariat since September 2001, at the inception of the Secretariat.

MSI will process all of your paperwork and issue your paycheck. Interns are paid a flat hourly rate and do not receive any additional fringe benefits.

If you are not selected for this internship, your resume may be reviewed for other positions at MSI or in other USAID offices.